

MFASIS ACCOUNTING SYSTEM

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AUTOMATED DISBURSEMENTS

AUTOMATED DISBURSEMENTS CYCLE

Two processes disburse funds based on vouchers payable information in the Open Payment Voucher Header Inquiry and Open Payment Voucher Line Inquiry screens. The Automated Cash Disbursement process prints checks based on this information; the Electronic Funds Transfer (EFT) process initiates the transfer of payments based on this information from the State's bank account to the vendor's bank account. Both processes take vendor credits into account before the payment is made.

The payments are selected for transfer or printing based on selection criteria provided by the user. A voucher pre-selection can be made, with the results printed on a report, before the actual selection and payment occurs. This preliminary step provides the means for reviewing and approving transfers before the transfer bank tape is created or checks before they are printed.

After the checks are approved, the check selection and printing process can be executed. After the transfers are approved, the EFT selection and transfer process can be executed. The disbursement reports, such as the check register or transfer register, are then produced.

VOUCHER PRE-SELECTION

The cash disbursement process should be initiated by requesting the following three reports:

- A655 - Scheduled Payment Turnaround Report (non-externals)
- A655A - Scheduled Payment Turnaround Report (externals)
- EF01 - Scheduled Payment Turnaround Report (transfers)

These reports make their selection from records in the Open Payment Voucher Header Inquiry and Open Payment Voucher Line Inquiry screens. Selection is based on the parameters shown below. System administration personnel supply these parameters to the computer operations personnel each time the nightly cycle process is executed. The computer job that generates the reports will add the parameters to the Automated Disbursements Parameter (ADIS) screen.

The Scheduled Payment Turnaround Reports list all outstanding payment vouchers that were selected based on the parameters provided. Line detail from the Open Payment Voucher Line Inquiry screen is included.

In addition to the payment voucher line detail, the reports also summarize all vouchers selected by vendor, and calculate a total amount for each vendor. Only one check is written per vendor, even if multiple voucher documents exist for the vendor, unless an agency chooses the single check flag option. The

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summarized amount includes any credit memos (the vendor owes the government money) that may exist

Report Parameters - A655, A655A and EF01 Disbursement Reports

PROCESS ID Use "VP" for A655. Use "VP2" for A655A. Use "EF" for EF01.

EARLIEST / LATEST DATE

Required (YYMMDD). Provide the date range of vouchers to be selected for printing on the Scheduled Payment Turnaround Report. Vouchers will be selected whose scheduled payment date in Open PV Header Table is within the range of dates specified here (inclusive).

To select all vouchers scheduled on or *after* a specific date, code only the earliest date, and leave the latest date blank. To select all vouchers scheduled on or before a specific date, code only the latest date and leave the earliest date blank. To select on only one day, code both dates and make them equal.

FUND Required. Code "*****" to specify all funds.

BANK ACCOUNT CODE

Required. Code "01".

CHECK DATE Required for the report title (YYMMDD).

for the vendor.

Based on the information in these reports, authorized personnel may want to:

- Put a payment voucher on hold or take one off hold.
- Change the scheduled payment date on a voucher.
- Change the selection parameters used for the process.

The first two actions are done through the Payment Voucher Scheduling screen, which is described below.

PAYMENT VOUCHER SCHEDULING

Payment Voucher Scheduling (SCHD) allows authorized personnel in the Bureau of Accounts & Control to change the Scheduled Payment Date, the Check Category, the EFT Indicator, and the Single Check Flag of vouchers in Open Payment Voucher Header (OPVH). It also permits users to put a hold on

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vouchers, to prevent them from being paid regardless of what their scheduled payment date is. The table is also used to remove the hold status from a voucher. Changes are made using standard MTI update procedures. Below is an example of the Payment Voucher Scheduling (SCHD) screen.

PAYMENT VOUCHER SCHEDULING (SCHD)

ACTION: R SCREEN: SCHD USERID: ACAM				06/25/98 04:18:53 PM		
P A Y M E N T V O U C H E R S C H E D U L I N G						
VENDOR	VOUCHER	SCHEDULED	HOLD	EFT	CHECK	SINGLE
=====	NUMBER	PAYMENT DATE	IND	IND	CATEGORY	CHECK FLAG
01- E010000322	18F 00TVTG77827	07 03 98		N		
02- E010017480	94Q 6239807	07 04 98		N		
03- E010018250	18R AH39980629	06 26 98		N	85	Y
04- E010021540	18L 06BAB4353	07 03 98		N		
05- E010024370	04A 580619020	07 02 98		N		
06- E010024370	04A 580623004	07 04 98		N		

When you access Payment Voucher Scheduling (SCHD), you are actually accessing a portion of Open Payment Voucher Header (OPVH). Changes made on this screen are actually changes to Open Payment Voucher Header (OPVH). All maintenance actions to Payment Voucher Scheduling (SCHD) are changes. Use a *Get* action to access the correct voucher, and then use a *Change* action to make your change.

To change the scheduled payment date, display the desired voucher (use a *Get* action), and change the scheduled payment date field. Note that the date is stored in the table as month-day-year (MMDDYY). Type the new date in the same format.

To place a voucher on hold, display (*Get*) the desired voucher and type **H** in the Hold Indicator field. To remove a voucher from hold, delete the **H** from the field. Always check the Scheduled Payment Date field when you remove a voucher from hold.

To change a voucher's EFT status, display (*Get*) the desired voucher and type **N** in the EFT Indicator field. You may only change a voucher from EFT eligible to not EFT eligible.

Payment Voucher Scheduling (SCHD) applies to an entire document. (Each record in Open Payment Voucher Header (OPVH) represents a payment voucher document.) You cannot place individual lines in a payment voucher document on hold, or reschedule individual lines for payment. The automated disbursement and the electronic funds transfer processes always pay the entire outstanding amount of a

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selected voucher. You can make partial payments against a voucher document with manually written checks, and then record them in the system on a manual warrant. When this occurs, the cash disbursement process pays the remaining outstanding amount the next time the voucher is selected for payment.

CASH DISBURSEMENT SELECTION & CHECK PRINTING

Voucher selection, payment calculation, tape file creation, and check printing are performed by the cash disbursement programs. These programs are controlled by parameters that system administration personnel specify and provide to the computer operations personnel when requesting either check printing or EFT tape file creation. The computer job that selects vouchers and calculates payment amounts will add the parameters to Automated Disbursements Parameters (ADIS).

Both the cash disbursement process and the electronic funds transfer process select vouchers from Open Payment Voucher Header (OPVH) and Open Payment Voucher Line (OPVL). The cash disbursement program summarizes all vouchers selected by check category, vendor and single check flag. A total amount is calculated within each check category for each vendor, with the exception of those vouchers marked **Y** for single check. One check is written for each vendor in each check category and for each voucher marked **Y** for single check. A vendor may appear under any number of check categories.

The transfer program summarizes all vouchers selected by vendor, application type, and single check flag. A total amount is calculated within each application type for each vendor, with the exception of those vouchers marked **Y** for single check. One transfer record is written for each vendor in each application type and for each voucher marked **Y** for single check. A vendor may appear under any number of application types.

Vouchers with a Single Check Flag of **Y** have their own individual totals regardless of whether the process used is electronic funds transfer or cash disbursement. Only positive vouchers may be flagged with **Y** for single check (transfer) printing. The check or transfer amount takes into account any existing credit memos.

The cash disbursement cycle has the following effects on various system files:

- Creates a file that is used to produce the A657 report.
- Generates records for the General Ledger and Open Payment Voucher Ledger.
- Updates Open Payment Voucher Header (OPVH) and Open Payment Voucher Line (OPVL). Affected fields are: Closed Amount, Disbursed Amount, Closed Date, Outstanding Amount, Last Check Number, Last Check Date, and Number of Checks Written.
- Adds the check to Warrant Reconciliation (WREC) with a status of open (**O**).

Checks and check stubs will be printed on stock which contains security features that prohibit duplication.

The effect of the electronic funds transfer cycle is the same as the cash disbursement cycle except that the

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electronic funds transfer cycle does the following:

- Creates a file that is used to produce the EF03 report, instead of A657.
- Creates a file that is transmitted to the bank.

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DISBURSEMENT PARAMETERS - CHECK PRINTING AND ELECTRONIC FUNDS TRANSFER

PROCESS ID	Use "CD" for non-external checks. Use "CD2" for external checks. Use "EF" for Electronic Funds Transfers.
EARLIEST /LATEST DATE	<p>Required (YYMMDD). Provide the date range of vouchers to be selected for payment. Vouchers will be selected whose scheduled payment date in Open Payment Voucher Header (OPVH) is within the range of dates specified here (inclusive).</p> <p>To select all vouchers scheduled on or <u>after</u> a specific date, code only the earliest date and leave the latest date blank. To select all vouchers scheduled on or <u>before</u> a specific date, code only the latest date and leave the earliest date blank. To select a <u>single</u> day only, code the same date in both date fields.</p>
BANK CODE	Required. Enter "01".
FUND	Required. Code "*****" to specify all funds.
CHECK ADDRESS FLAG	Optional. If "Y", vendor name and address will be inferred during the disbursement process from Vendor (VEN2). Otherwise, address is taken from the payment voucher. This option does not apply to miscellaneous vendors.
CHECK DATE	Required (YYMMDD). This is the check date that will be printed on the checks. It will also be the AD transaction date.
STARTING CHECK NUMBER	Required. For both external and non-external check processes enter zeros. For the EFT process enter the next business day in (YYMMDD) format followed by four zeros and a "1". For example, on December 12, 1998 the starting number would be 98121300001.

THE CHECK STUB

Lines on the non-external check stub summarize amounts by payment voucher transaction number and vendor invoice number. Credit memos are shown as separate lines, within payment voucher transaction number and vendor invoice number.

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DISBURSEMENT REPORTS

Four reports are produced during the cash disbursement cycle.

- Non-External Payments Check Register (A657)
- External Payments Check Register (A657A)
- Electronic Funds Transfer Check Register (EF03)
- Cash Disbursement Register (A680)

CHECK REPRINTING

Check reprinting is necessary when a check is destroyed or damaged so that it must be replaced. Checks may be damaged or destroyed either during the printing process or before it is deposited by the recipient.

Check reprinting is accomplished by executing the last step of the check printing process using the check numbers to be reprinted as parameters. The parameters required for this job must be provided to the computer operations personnel. A single check or a range of checks can be reprinted per execution. The job must be run more than once if there are two or more checks that are not in sequence which require reprinting.

CREDIT MEMOS

Credit memos represent money owed to the government by the vendor. They are entered in MFASIS as original entry decrease payment vouchers, and are stored in Open Payment Voucher Header (OPVH) and Open Payment Voucher Line (OPVL) as negative amounts. Both voucher pre-selection and the cash disbursement activities consider credit memos before calculating the check amount to a vendor.

Two situations can exist when a credit is involved:

1. One situation is when the credit is not enough to cover the liabilities, so that even when the credit is considered, the government still owes the vendor money. In this situation, the check is written for the outstanding balance over the credit. All liability records considered and the credit record are reflected on the check stub. Also, all liability records and the credit record are closed on the Open Payment Voucher Line Table. The corresponding entry is assigned a closing date in the Open Payment Voucher Header Table.
2. The second situation is when the credit exactly balances the liabilities, or the credit is more than the liabilities. When this occurs, no check is written, and none of the records involved are closed on the Open Payment Voucher Header and Line Tables. The records will remain open in these tables until the liabilities become greater than the credit.

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ACCOUNTING MODEL AND THE LEDGER

Automated disbursements generate the following postings to the Current Detail General Ledger:

Dr Liabilities (vouchers payable)
Cr Assets (cash)

The amount posted is the check or transfer amount.

1. Unless otherwise noted, all ledger records generated by the cash disbursement process have a transaction ID of **AD** and a transaction number equal to the Check Number. Unless otherwise noted, all ledger records generated by the electronic funds transfer process have a transaction ID of **EF** and a transaction number equal to the Transfer Number.

These transactions record the outlay of cash or funds. A separate transaction is generated for each line in Open Payment Voucher Line (OPVL) that was paid. These records are posted to the following ledgers:

- Open Payment Voucher Ledger (PVOPEN). The detail records are posted.
- Current Detail General Ledger (GENLED). The detail records are posted.

RELATED REPORTS

The MFASIS standard reports that contain information related to automated disbursements are described below.

Scheduled Payment Turnaround Reports (A655, A655A, EF01)

This report shows outstanding payment vouchers that are not on hold whose scheduled payment date, fund, and bank account satisfy the requested parameters. The report shows payment voucher line detail and totals by vendor. Credit memos are taken into account in the vendor total.

Check Registers (A657, A657A, EF03)

This report shows voucher numbers of vouchers paid by the automated disbursement cycle, amounts paid, and check or transfer numbers used. It should be used as final verification of the cash disbursement cycle.